APPENDIX B

Virginia's Web-based Assessments
96 Hour Checklist

This checklist has been developed to help ensure a successful online SOL testing experience at each school. The checklist includes assessment and technology items that should be completed or verified 96 hours (4 school days) before the start of the online testing window.

Assessment:

❑ Verify that all student data is loaded and accessible within eMeasurement™ Services. (Refer to section 3.0 "Student Data Management" in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments.*)

❑ Verify that each STC and/or Examiner has been assigned appropriate access to eMeasurement™ Services. (Refer to section 7.0 "Security" in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments.*)

❑ Verify that all appropriate personnel have signed the Test Security Agreement found in Appendix A of the *Supplement for the Division Director of Testing* or the *Supplement for Examiners*.

❑ Verify that each STC or other designated personnel will create Test Session(s) within eMeasurement™ Services. (Refer to section 4.0 "Test Session Management" in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments.*)

❑ Verify that students have been assigned to the appropriate Test Session (s) within eMeasurement™ Services. (Refer to section 4.0 "Test Session Management" in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments.*)

❑ Be prepared to print Student Authorization tickets for each session. These tickets should be printed no more than 2 days prior to each test session and must be securely stored. (Refer to "Add Students to a Session" in section 4.0 in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments.*)

❑ Verify the method Examiners will use to take roll during the day of testing. If desired, print the Student Roster for each test session. (Refer to "Add Students to a Session" in section 4.0 in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments.*)

❑ Verify that STCs or other designated personnel are knowledgeable in how to:
   1. Access and *Start* the Test Session(s) they will be administering,
   2. Monitor the Test Session(s) they will be administering,
   3. Resume a student's test (when applicable), and
   4. *Stop* a Test Session.
(Refer to section 5.0 "Starting and Monitoring a Session" in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments.*)

❑ Verify that designated personnel have the necessary number of copies of the *Examiner Supplement* per test subject and session being administered.

❑ Verify that all students testing online have had the opportunity to view the TestNav™ Tutorial or complete the Virginia Training Test prior to starting an online SOL test.

Technology:

It is assumed that prior to reviewing this checklist, the network and equipment being used for online SOL testing meets the minimum requirements as outlined in the "Architectural Guidelines for High School Readiness" (available at http://www.pen.k12.va.us/VDOE/Technology/soltech/docs/archguide.pdf), and the performance of your network has been tested for online testing. Performance testing may have included multiple concurrent administrations of the Virginia Training test.

❑ Verify that the performance of your Internet connection across all schools conducting online testing is consistent with expected levels of performance. One tool that may be used is available at http://www.dslreports.com/stest

❑ Alert your Internet Service Provider to your online SOL testing window, and also confirm that no scheduled maintenance or outages are planned during that entire window.

❑ Verify, as needed, that no high bandwidth network activity other than online SOL testing will be occurring during the online testing window.

❑ Verify that the eMeasurement Services administrative functions are accessible (with appropriate login and password) from within the school network(s).

❑ Verify that TestNav is available from all workstations to be used for testing. (TestNav may be installed locally at each workstation or accessed via a shortcut to a single installation on a file server.)

❑ IF a proxy server is in use, verify that all TestNav installations have included the necessary edits to the "proxysettings.properties" file (Refer to Appendix A in the eMeasurement™ Services *User's Guide for Virginia Standards of Learning Web-based Assessments.*)

❑ Verify that the Virginia Training Test is accessible via TestNav from each online SOL testing location (classroom or computer lab) within the school(s).

❑ Verify that any applications that take over the computer causing TestNav to close (such as screen savers, scheduled virus scans, etc) have been disabled on the workstations being used for online testing. If in doubt about an application's effect on TestNav, test the application prior to online SOL testing using the Virginia Training Test.

❑ IF utilizing wireless network connections for online SOL testing, ensure that all computers can effectively communicate with their access point from the same location(s) where they will be testing.

❑ IF utilizing laptops powered only by battery, ensure all batteries have been tested and completely charged. Verify that a plan has been developed for recharging batteries throughout the online testing window. (Low batteries can cause laptops to drop their network connections.)